

CCIP™ Assessment of Eligibility Form

How to fill out the Assessment of Eligibility Form

STEP 1: Provide your personal information in Section 1

STEP 2: Provide information on your DEI work experience in Section 2

To be eligible to attempt the CCIP™ Exam and become a Canadian Certified Inclusion Professional™, it is required that you have at least three years of relevant work experience. “Relevant work experience” is defined as any professional experience that helped you develop the competencies included in the Competency Framework. Sample relevant tasks might include, but are not limited to:

- Developing/managing a DEI strategy
- Developing/delivering training or learning solutions on DEI topics
- Developing/implementing communication plans to support DEI strategic goals
- Designing/implementing DEI strategic initiatives (events, learning programs, talent programs, etc.)
- Working with internal stakeholders (e.g. HR department, CSR department, Executives/Leadership team, People Managers, Recruiters, Project Managers, etc.) to support/promote the advancement of DEI goals and initiatives
- Working with external stakeholders (e.g. Community Partners, Government bodies, etc.) to support/promote the advancement of DEI goals and initiatives
- Providing advice and support to external/internal clients on DEI topics
- Creating/implementing/analyzing metrics to assess impact of DEI initiatives on business outcomes
- Creating/implementing metrics to support DEI strategic planning
- Ensuring compliance with applicable legislation related to diversity, equity or human rights
- Conducting/presenting research to support/advocate for DEI initiatives

Please use section 2 of this form to list the roles and positions you have held that have allowed you to acquire at least three years of relevant work experience. Note that at least two of the three years of experience must be relatively recent (i.e. acquired within the last six years). List the roles in reverse chronological order. You may add up to five positions.

STEP 3: Provide references in Section 3

You must provide two references overall. The references may be related to the same role and should be able to confirm your DEI experience.

STEP 4: Sign in Section 4, save and name the Assessment of Eligibility form

Electronically sign the document in Section 4, save it as PDF and name it as follows:

YYYYMMDD – Your Last Name – Assessment of Eligibility

e.g. 20170424 – Nayak – Assessment of Eligibility

STEP 5: Prepare, save and name your resume

Prepare a resume. List the roles in reverse chronological order. For each of the positions you have held, please indicate: Job Title, Name of the Organization, Time of Employment (start and end date), and job responsibilities. If a position dates back more than 15 years, list it only if it is a relevant DEI experience. Save the document as PDF or MS Word document and name it as follows:

YYYYMMDD – Your Last Name – Resume

e.g. 20170424 – Nayak – Resume

Once your form and resume are ready, you can register on the [CCDI website](#).

SECTION 1: Personal information

First Name:

Last Name:

Email Address:

Phone Number:

Full mailing address:

Current Job Title (if applicable):

Current Organization (if applicable):

SECTION 2: DEI work experience

POSITION 1	Job Title:														
<p>Organization:</p> <p>Time of Employment:</p> <p>Description of job tasks and responsibilities:</p>															
<p>Please indicate which Areas of the Competency Framework align with the experience you acquired in this role:</p> <table data-bbox="240 1354 1274 1554"> <tr> <td>Area 1 – Make the Case for Diversity and Inclusion</td> <td>Area 8 – Measurement and Organizational Success</td> </tr> <tr> <td>Area 2 – Build a DEI Strategy</td> <td>Area 9 – Legislation and Compliance</td> </tr> <tr> <td>Area 3 – Implement a DEI Strategy</td> <td>Area 10 – DEI Organizational Structures and Support</td> </tr> <tr> <td>Area 4 – Stakeholders Engagement</td> <td>Area 11 – DEI Subject Matter Expertise</td> </tr> <tr> <td>Area 5 – Workforce Planning</td> <td>Area 12 – Cultural Competence</td> </tr> <tr> <td>Area 6 – HR Practices</td> <td>Area 13 – Visionary and Strategic Leadership</td> </tr> <tr> <td>Area 7 – Training and Development</td> <td></td> </tr> </table>		Area 1 – Make the Case for Diversity and Inclusion	Area 8 – Measurement and Organizational Success	Area 2 – Build a DEI Strategy	Area 9 – Legislation and Compliance	Area 3 – Implement a DEI Strategy	Area 10 – DEI Organizational Structures and Support	Area 4 – Stakeholders Engagement	Area 11 – DEI Subject Matter Expertise	Area 5 – Workforce Planning	Area 12 – Cultural Competence	Area 6 – HR Practices	Area 13 – Visionary and Strategic Leadership	Area 7 – Training and Development	
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POSITION 2	Job Title:														
<p>Organization:</p> <p>Time of Employment:</p> <p>Description of job tasks and responsibilities:</p>															
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POSITION 4

Job Title:

Organization:

Time of Employment:

Description of job tasks and responsibilities:

Please indicate which Areas of the Competency Framework align with the experience you acquired in this role:

Area 1 – Make the Case for Diversity and Inclusion

Area 2 – Build a DEI Strategy

Area 3 – Implement a DEI Strategy

Area 4 – Stakeholders Engagement

Area 5 – Workforce Planning

Area 6 – HR Practices

Area 7 – Training and Development

Area 8 – Measurement and Organizational Success

Area 9 – Legislation and Compliance

Area 10 – DEI Organizational Structures and Support

Area 11 – DEI Subject Matter Expertise

Area 12 – Cultural Competence

Area 13 – Visionary and Strategic Leadership

POSITION 5

Job Title:

Organization:

Time of Employment:

Description of job tasks and responsibilities:

Please indicate which Areas of the Competency Framework align with the experience you acquired in this role:

Area 1 – Make the Case for Diversity and Inclusion

Area 2 – Build a DEI Strategy

Area 3 – Implement a DEI Strategy

Area 4 – Stakeholders Engagement

Area 5 – Workforce Planning

Area 6 – HR Practices

Area 7 – Training and Development

Area 8 – Measurement and Organizational Success

Area 9 – Legislation and Compliance

Area 10 – DEI Organizational Structures and Support

Area 11 – DEI Subject Matter Expertise

Area 12 – Cultural Competence

Area 13 – Visionary and Strategic Leadership

SECTION 3: Professional References

Please indicate two references who can validate your DEI experience.

Reference 1

First and last name:

Organization and Job Title:

Email address:

Relation to applicant:

Reference 2

First and last name:

Organization and Job Title:

Email address:

Relation to applicant:

SECTION 4: Signature

By digitally signing this document,

- I declare that all the information I have provided in this Assessment of Eligibility form and in the attached resume is true and accurate to the best of my knowledge.
- I fully understand that any misrepresentation or incorrect information provided in the Assessment of Eligibility form and resume might result in discipline, including suspension or revocation of my eligibility for the CCIP™ certification program.
- I fully understand that the submission of the Assessment of Eligibility form and resume and/or the fact that I meet the eligibility criteria for the CCIP™ certification program do not guarantee success in the certification program.

Digital signature:
[simply type your name]

Date: